



The **City of Commerce** is currently accepting applications for the position of

### **Municipal Court Clerk**

JOB TITLE: Municipal Court Clerk

DEPARTMENT: Police, City of Commerce

STARTING SALARY: 13.91/HOUR

#### **JOB SUMMARY:**

This position is responsible for performing administrative, clerical, and communication duties in support of the Commerce Police Department. The candidate must obtain certification as a Municipal Court Clerk within 12 months of employment.

The City of Commerce offers a benefit package which includes health and dental insurance, retirement, vacation and paid holidays.

#### **MAJOR DUTIES:**

- Plans and organizes the department's administrative duties relating to the administration and maintenance of the city's Municipal Court.
- Greets visitors and assists with resolving problems and complaints. • Serves as the department's Terminal Agency Coordinator for the Georgia Crime Information Center (GCIC) network.
- Performs communication and dispatch duties; answers Police and Fire department telephones; responds to questions, routes calls, and takes messages.
- Serves as the Records Custodian for the city's Municipal Court and is responsible for all records pertaining to the Municipal Court.
- Composes memoranda, letters, and reports; prepares case files; receives and distributes incoming and outgoing mail; notarizes or certifies documents as necessary.
- Receives fine payments; issues receipts; balances daily cash receipts; prepares spreadsheet for money collected and receipts issues; prepares monthly financial reports.
- Issues case numbers to department law enforcement personnel; assigns case numbers to traffic citations.

- Maintains and enters all court dispositions and traffic citations in court docket books; prepares court docket for judges; files and records documents; completes and types court orders, subpoenas, dispositions, pleas, sentencing sheets, warrants, and other documents for judges; prepares property bonds. Runs Criminal History and Driver History reports as needed for court proceedings
- Performs other related duties as assigned. Municipal Court Clerk/Police

#### KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures.
- Knowledge of principles and practices of police, communications and jail administration.
- Knowledge of Municipal Court practices and procedures.
- Knowledge of applicable federal, state, and local laws, city ordinances and departmental policies and procedures.
- Knowledge of court system and processes.
- Skill in training others.
- Skill in computer operation and data entry and retrieval.
- Skill in using standard office and audiovisual equipment
- Skill in dealing with the public.
- Skill in maintaining records.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS:

Lieutenant assigns work in terms of general instructions and will occasionally check the completed work for compliance with established procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES:

Guidelines include federal, state, and local laws, NCIC and GCIC procedures, city and department policies and procedures, and court decisions. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY:

The work consists of administrative and clerical duties. The variety of duties and frequent public contact contribute to the complexity of the work. Municipal Court Clerk/Police

#### SCOPE AND EFFECT:

The purpose of this position is to assist in department operations. Successful performance facilitates the smooth operation of the division and ensures accessibility of accurate records.

#### PERSONAL CONTACTS:

Contacts are typically with co-workers, representatives of other police and public safety agencies, attorneys, judges, court personnel auditors, prisoners and the general public.

#### PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information and provide services.

#### PHYSICAL DEMANDS:

The work is performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects

#### WORK ENVIRONMENT:

The work is typically performed in an office setting. SUPERVISORY AND

MANAGEMENT RESPONSIBILITY: None

#### MINIMUM QUALIFICATIONS:

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years; ability to obtain certification as a Municipal Court Clerk within 12 months of employment.

Application is available on the city's website [www.commercega.org](http://www.commercega.org). Please direct inquiries to [tracyw@commercega.org](mailto:tracyw@commercega.org). The City of Commerce is an EOE and a drug-free workplace.

Women and minorities are encouraged to apply.

Open until filled.